

C-O-P-Y

19 April 1954

MEMORANDUM FOR: Chief, Operations/SI

SUBJECT: Long-Range Planning for the Office

1. One of the very important exercises within the office that, in my opinion, has been neglected in the past (for good and sufficient reasons) is that of long-range planning. Each of us has done a certain amount, but the over-all total has not been reduced to writing. Many of us have not had free time to think problems through. It is for that reason that I asked you a week or so ago to detach yourself from the Operations staff for an exercise which I defined in general terms.

2. The outcome of the exercise that I have in mind would be to recognize, and make plans for, important objectives for the office, defined as "goals", the progress of attainment for which we could measure on a time schedule. For example, what should we try to accomplish in the next 6 months; 9 months; 18 months; 24 months? This must be realistically drawn and reflect the manpower and capabilities of our group.

3. More specifically, the study could include:

a. Definition and clarification of the basic policy regarding the function and organization of scientific intelligence in the total strategic intelligence picture.

b. A clear definitive statement of the mission of OSI in the intelligence community and steps to be taken to reach this goal.

4. Other subjects will come to mind as the study progresses. My main purpose of asking you to undertake the exercise is to initiate some planning for the office detached from the handling of day-by-day office problems.

(Signed: H. Marshall Chadwell)

H. MARSHALL CHADWELL

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